

Rev. 2
~~CIA INTERNAL USE ONLY~~
This Notice Expires 30 September 1957

DDIS 56-2046
JUN 6 1956

OGC Has Reviewed

25X1A

**PERSONNEL
1956**

25X1A

HOURS OF WORK

DISMISSAL OF PERSONNEL DUE TO EXCESSIVE HEAT

25X1A

Rescission: Notice dated 25 August 1954

1. GENERAL

This notice outlines policies for the guidance of Agency officials responsible for the dismissal of personnel because of excessive heat. The policies set forth herein are in accordance with the uniform Government policy concerning continuing work in hot weather.

2. PRECAUTIONARY MEASURES

- a. Supervisors will make every effort to safeguard individuals whose health may be endangered by extreme heat. Individuals who might be affected by such heat should be advised to consult the Agency's medical or nursing service.
- b. The Chief, Medical Staff, will provide medical advice and assistance to supervisory officials and to individual employees concerning precautionary measures to protect the health of employees during extreme heat. He will also direct and supervise an appropriate health education program to improve the fitness of employees to withstand the heat.
- c. The Director of Security will, insofar as is consistent with security considerations affecting the area, provide for opening of windows by building guards before official workhours.

3. USE OF SICK AND ANNUAL LEAVE

- a. Sick and annual leave to the credit of employees is available for their use when their health would be endangered by continuing to work in extremely hot weather and when the conditions required for group dismissal, as provided in paragraph 4 below, do not occur.

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b. Supervisors will grant sick leave to individuals who suffer from heat upon recommendation of the Agency's medical or nursing service, who suffer from temporary or chronic health difficulties, or who become ill because of heat.

c. Supervisors will be liberal in granting annual leave to those employees suffering from the heat if they can be spared from their work and if they are not granted sick leave for reasons of health.

4. GROUP DISMISSALS

a. Personnel situated in work areas in which the temperature and humidity reach one of the combinations indicated below may be dismissed from duty, and in such case there will be no charge to annual or sick leave. Employees absent from duty on annual leave, sick leave, or leave without pay when such dismissals are authorized will continue in leave status.

b. Operating Officials will be responsible for ascertaining when any of the following temperature-humidity combinations have been reached and are authorized to dismiss groups of employees located in such work areas. The minimum combination under which dismissal will be authorized is a temperature of 95 degrees Fahrenheit and humidity of 55 percent or higher, or the equivalents as indicated below:

Temperature		Humidity
96°F	- - - - -	52%
97°F	- - - - -	49%
98°F	- - - - -	45%
99°F	- - - - -	42%
100°F	- - - - -	38%

c. Operating Officials will, in each instance of group dismissal, submit a written report to the Director of Logistics. This report will be accompanied by a statement of pertinent facts.

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The Director of Logistics will consolidate such reports in a written report of Agency dismissals which will be submitted to the Public Buildings Service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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SIGNED

for **L. K. WHITE**
Deputy Director
(Support)

DISTRIBUTION: AB

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SECRET

Approved For Release 2002/06/28 : CIA-RDP78-04718A002100210035-9

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

Proposed

(Job #1683-A-BMT)

FROM:

Acting Chief
Regulations Control Staff
551 Matomic Building

NO.

DATE

5 JUN 1956

TO: (Officer designation, room number, and building)

DATE

REC'D

FWD'D

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director (Support)
123 East Bldg.

JUN

6 1956

62/8

2. Regulations Control Staff
551 Matomic Bldg.

25X1A

Proposed is recommended
for your authentication and return
to RCS for publication.

25X1A9a

Telephone concurrences have been
obtained from

and Mr. Hulick (DD/P). According
to the Director of Personnel, who
requests publication, the proposed
issuance has been informally
cleared with the Office of Logis-
tics and the General Counsel. The
proposed notice outlines policies
for guidance of Agency officials in
dismissal of personnel because of
excessive heat. These policies are
in accordance with uniform Govern-
ment policy concerning continuing
work in hot weather.

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14.

DD/S Subject

15.

Document No. 27

No Change in Class. X

☐ Declassified

Class. Changed to: TS S C

Next Review Date:

Auth.: 70-3

Date: 12 Jan 79

By: 016

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FORM
1 DEC 55

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